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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 12 May 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:**a. Admin. Building:**

- (1) All renovations for IAC Conference Room have been completed with the exception of painting which is now in progress.
- (2) PBS air conditioning engineer met with representatives of this office on 11 May in order to rectify existing air conditioning problems in the DCI and DDCI suites.
- (3) Steel flag pole on roof of [REDACTED] was inspected by Agency representatives. A sketch is being prepared showing proposed location of this pole on lawn in front of Admin. Bldg.

25X1A

b. East Building:

- (1) All interior painting has been completed.
- (2) Snack Bar now in full operation.

c. Tunnel Project:

Satisfactory progress is being made. Painting is 50% complete.

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d. [REDACTED]**(1) Commo:**

Information has been received that OC desires the installation of two 60 KW generators for emergency power at the Receiver Building. This information was passed to [REDACTED]

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e. TSS Laboratory at [REDACTED]

Bids reviewed on 10 May and found acceptable, total cost of work being within the original funds allotted. A-E recommendation for acceptance being forwarded to [REDACTED]

25X1A

[REDACTED] Work expected to be started about 1 June with completion scheduled on basis of 26 weeks.

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f. [REDACTED]

[REDACTED] has approved the program and [REDACTED] will attempt to award an A-E and Cost-Plus-Fixed-Fee contract obligating the funds prior to end of FY. Detail information must be submitted to them within 2 weeks to accomplish the obligation. This office is in process of trying to get this information.

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2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch has been scheduled for completion on 20 May.

3. Projects and Studies in Process:

a. Construction and Utilities:

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(1) [REDACTED]

Test Laboratory: The location of the laboratory has been changed and revised plans and specifications are being worked on. This change was required by training since the previous location interferred with their proposed location of a future runway for aircraft.

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(2) [REDACTED]

- (a) Record Center Bldg.: Contractor has started to finish up road work, seeding, etc., which were to be performed under the contract.
- (b) Extras at Laboratory, Elevator: Equipment being installed.

25X1A

- (c) Warehouses at [REDACTED] Plans and specifications will be forwarded to the C. O. the first part of next week requesting him to solicit bids.

25X1A

(3) [REDACTED]

[REDACTED] Support Mission has requested additional engineer for TDY assignment to supervise construction of generator building and equipment due to [REDACTED] being presently assigned temporary additional duties as [REDACTED] While the post engineer is on ZI leave. This request was disapproved.

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b. Real Estate:-

- 25X1A (1) Renewal of Lease, [REDACTED]
GSA presented new lease to Lessor for his consideration.
New lease provides for a three year term at a rental
of 78¢ per square foot per annum and two renewal options
of three years each at a rental of 76¢ per square foot
per annum.
- 25X1A (2) Lease of [REDACTED]
Matter of moving from [REDACTED] to the
Rosslyn premises was again discussed with TSS. No
decision reached.
- 25X1A (3) Housing, [REDACTED]
- 25X1C [REDACTED]
- 25X1A (4) Lease of House, [REDACTED]
Matter discussed with [REDACTED] decision 25X1C
is pending receipt of information from the Field on
completion of construction of houses.
- (5) Inspection of Sites for New CIA Headquarters:-
Inspection was made of two sites which were submitted
by private property owners.
- 25X1A (6) [REDACTED]
Field's request to construct subject facility at a cost
of \$10,000 is still under consideration and discussions
with SE Division.
- 25X1A (7) Office Space, [REDACTED]
Field replied to an inquiry on the necessity for space
in building leased by [REDACTED] Matter still under consideration.
- 25X1A (8) Sale and Purchase of Safehouse, [REDACTED]
Field authorized to sell one safehouse and purchase another.
Project [REDACTED] amended to provide for \$2,778 to cover the
additional cost.

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(9) Repair of House, [REDACTED]

Field requested authority to spend \$500 for repairs and renovation of a newly acquired house. Field requested to submit information and justification for such expenditure.

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(10) Modification of Warehouse, [REDACTED]

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3C - Space, Maintenance and Facilities

25X1A a. [REDACTED] - Space for DD/P:

PBS mechanics continue to make excellent progress on this job. Completion expected by 23 May 1955.

25X1A b. [REDACTED]
Final inspection of entire transformer project scheduled for week of 16 May 1955.

c. Telephone Survey:

Due to an increase in the normal work activity of the Telephone Section, no action was taken relative to the Agency survey during this report period. Installation of telephone requirements preparatory to the move of DDP/IO was commenced at [REDACTED] on 10 May 1955. A tentative occupancy date of 23 May 1955 was furnished the Foreman on 3 May 1955.

25X1A d. [REDACTED]:

Exterior painting now in progress; completion expected on or about 16 May 1955.

25X1A e. [REDACTED] - Motor Pool:

Alterations progressing satisfactorily; electrical, carpentry and plumbing work now being accomplished on schedule. Installation of asphalt tile, toilet fixtures and painting remain to be accomplished.

f. Moves:

Completed during past week:

OCD (partial) within Tempo M, 6 May
OS (partial) within headhouse and 2500 Wing Tempo I, 10 May
OCD (partial) within 1300 and 1400 Wing Tempo M, 12 May

Tentative for coming week:

No moves scheduled.

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Chief,

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